

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: December 28, 2016 Closing Date: January 6, 2017**

**Case Processing Supervisor (Pay Grade 10)  
Criminal Division, Felony Screening Unit, New Castle County**

**Job Responsibilities and Duties:**

This supervisory position manages the day-to-day operations of the Case Processing group within the Felony Screening Unit, Criminal Division, in New Castle County. The position is responsible for supervising six employees. This position generates files for all felony cases, including sex crimes, gun cases, and homicides, as well as misdemeanor files for the Court of Common Pleas. This supervisor will be required to combine files, separate files and generate some files from limited information. This is all required to be handled within a limited timeframe.

This position drafts nolle prosequi ("NP") forms at the direction of the Deputy Attorneys General, files NP forms with Courts and enters NPs in the Criminal Division internal case tracking system. This position processes felony downgrades, answers the intake line and schedules intakes. This position is responsible for data entry for charges for Informations being filed in Superior Court. Data entry is also required when closing out files after plea agreements. This supervisor is responsible for ensuring location of all files for prelims and at the request of Deputy Attorneys General. This often requires locating files in other units and recovering files from storage.

This supervisor trains all new Case Processing employees and ensures maintenance of training as needed. This supervisor is often asked to be a back-up for the entire Felony Screening Unit in all matters; closing files, back up for input of Grand Jury information for indictments (loading charges) for all agencies. This supervisor covers the Intake Desk as needed, which includes calling the Paralegals, entering intakes and Grand Jury dates into the system, as well as pulling the files for the next day and preparing the files for the evening intake schedule. Entering this information is extremely time sensitive so entering is on demand so other intakes can be scheduled as inability to do so affects the Grand Jury. This supervisor is also tasked with overseeing the scheduling for paralegal intakes.

All of the responsibilities above require this supervisor to maintain communication with the Court, JIC, LEISS and DELJIS and to work closely with all of these agencies.

This supervisor must work closely with Deputy Attorneys General in the Criminal Division and particularly the Felony Screening Unit Head. This is a unique supervisory position in that one not only supervises, but has to fill in as the actual back up to many tasks in a fast-paced work environment with time deadlines.

Minimum Qualifications:

Applicants must be independent thinkers with leadership experience and the ability to pay attention to accuracy and adhere to timelines. This is a high volume, time sensitive unit. Applicants must be able to multi-task.

Must be detail-oriented, well-organized, possess excellent verbal and written communication skills and be proficient in Microsoft Word Office Suite. Prior legal experience would be helpful such as DELJIS, LEISS and NCIC.

**For Internal Applicants:** Interested internal employees do not have to submit a completed State Application.

*SINCE THIS IS A LEADERSHIP ADMINISTRATIVE POSITION, THE FOLLOWING MUST ALSO BE SUBMITTED WITH A CURRENT RESUME or SUMMARY OF WORK EXPERIENCE:*

A written promotion recommendation from your current Supervisor.

**External Applicants:** Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources Unit, 6<sup>th</sup> floor, Carvel State Building, 820 N. French Street, Wilm, DE 19801, or E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.